



Minutes
Town of Lake Park, Florida
Special Call Commission Meeting
October 11, 2006 7:30 p.m.
Town Commission Chambers, 535 Park Avenue

The Town Commission met for the purpose of a Special Call Commission Meeting on Wednesday, October 11, 2006 at 7:33 p.m. Present were Mayor Castro, Vice-Mayor Daly, Commissioners Balius, Carey, and Osterman, Interim Town Manager Cynthia Sementelli, Attorney Thomas Baird, and Recording Secretary Linda Otto.

Mayor Castro led the Invocation.

Vice-Mayor Daly led the Pledge of Allegiance.

Recording Secretary Linda Otto performed the Roll Call.

ADDITIONS/DELETIONS/APPROVAL OF AGENDA

None.

Motion: A motion was made by Commissioner Balius to approve the agenda;
Vice-Mayor Daly made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

PUBLIC and OTHER COMMENT

None.

Discussions and Possible Action

Short list candidates for Town Manager position.

Mayor Castro asked for a brief explanation of the business before the Commission from the Personnel Director Bambi McKibbon-Turner. Bambi McKibbon-Turner explained briefly how the Commission had arrived at reviewing the specific applicants and the evaluation process administered by P.I. Associates. The management assessment survey was given to the seventeen (17) applicants approved by the Commission. Two (2) applicants dropped out of the process for personal reasons.

Mayor Castro explained that several other resumes were delivered to the Commission after the assessment survey was administered. Mayor Castro asked for a brief explanation of the procedure taken to determine the finalist.

Bambi McKibbon-Turner explained all applicants had to meet the criteria set in the advertisement and the three (3) main criteria that were established by the Commission, which were, education, five (5) years of Public Administration responsibilities, and two (2) years of progressive management responsibilities such as a Town or City manager.

Commission Osterman pointed out that one application, that had just been given to the Commission, met all the criteria, although not on her short list, the person did meet the criteria.

Bambi McKibbon-Turner concluded by explaining the management assessment survey that had been administered to the fifteen (15) applicants, as well as the survey sent to the Commissioners, would be discussed to determine the final applicants to be interviewed.

Commissioner Osterman stated that Mr. Dennis Sparks application only reflected his job experience through 2002, but his resume reflected all his experience, which did meet the criteria.

Mayor Castro explained that his role was to facilitate the discussion with a result of five (5) or six (6) final applicants which will be interviewed.

Motion: A motion was made by Commissioner Balias to accept the fifteen (15) applicants based on all the applications presented to the Commission for Town Manager position; Vice-Mayor Daly made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balias	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

Bambi McKibbon-Turner introduced Mr. Victor Coppola, C.E.O. of P.I. Associates. Mr. Coppola explained how the management assessment evaluation survey determined the needs of the Town.

Commissioner Osterman asked how many questions were on the survey taken by the applicants to determine their profile. Mr. Coppola explained that to determine the profile of the applicant they had a choice of 86 words out of 172 in total, and they had to pick a certain amount of words

to make the graph. The graphs represent the behavior. An overview of Town manager candidates behavior evaluation is included as Exhibit "A".

Mr. Coppola explained each candidates behavior evaluation to the Commission as follows:

Candidate number 1 – Socially interested, calm, patient, accommodating, low attention to detail, interested in making everyone happy rather than making the tough call, strong communicator.

Candidate number 2 – Controls outcome, very detail oriented, does not delegate, things stay on desk, analytical and technical, calm.

Both of these candidates move to the beat of their own drum, not to someone else's drum.

Candidate number 3 – Relational, lubricator, influential, highly promotional, accommodating, team player, someone who will work with groups of people, less than average attention to detail, in management capacity can be relied on, might be too impulsive, strong communicator.

Commissioner Osterman pointed out that this candidate was short listed by all the Commissioners.

Candidate number 4 – Highly relational, collaborative, accommodating, wants to get along with everyone, service oriented, gives undivided attention, helpful to all, proactive, strong communicator.

Candidate number 5 – Analytical and technical, reserved, does not like change unless has time to analysis it, somewhat flexible, not a leader, task oriented, most often a supervisor, prefers to manage small groups of people.

Candidate number 6 – same as number 4, lower level of energy, needs direction, strong communicator.

Candidate number 7 – Analytical and technical, high sense of urgency, high degree of procession and accuracy, will review 2-3 times for accuracy, a specialist in a technical area, deep diving for all details before making a decision, very careful.

Candidate number 8 – Analytical and technical, calm, patient, march to the beat of their own drum with a lot of detail, do not like change unless it is mandatory, do not make quick decisions.

Candidate number 9 – like number 4 and 6 relational, more energy, needs more information before making a decision, strong communicator.

Candidate number 10 – like number 3, Self promoter, not as empathic as number 3, not as impulsive as number 3, more balanced in logic and emotion at decision making, very likeable, strong communicator.

Mayor Castro informed everyone that number 9 was interviewed by the Commission once before.

Candidate number 11 – driven, persuasive, low level of attention to detail, strong communicator, visionary.

Candidate number 12 – like number 9, less attention to detail, strong communicator.

Candidate number 13 – team builder, warm, friendly, talkative, outgoing, cheerful, can be task orientated or service oriented depending on the situation, collaborator, very impatient, above average attention to detail, empathic, strong communication.

Candidate number 14 – classic manager of projects, high need to drive towards a goal, deliver on deadlines, deliver on budget, not interested in political capital rather on accomplishing the goal, stay on plan, does not like to get off plan, not very flexible.

Candidate number 15 – technical, makes sure things are run right, very reserved, does not like to work with others, does not want responsibility for someone else's job just their own, not a leader.

Mr. Coppola stated that if any member of the Commission needs assistance with questions, he will be available. Mr. Coppola stated that he will give Ms. Turner his list of pros and any other information requested by the Commission.

Mr. Coppola suggested a phone screen first before having the applicants visit for a formal interview.

Mayor Castro suggested having Mr. Coppola work with the Commission on establishing a list of interview questions. Mr. Coppola asked the Commission to come to consensus on what would be spectacular achievements for the applicants in the first six (6) months to twelve (12) months as Town Manager, no more than five (5) questions. Mr. Coppola gave a few examples of some questions that can be asked depending on the goal of the Commission.

Mayor Castro reviewed the process that the Commission would start to eliminate the candidates and be left with a finalist list. Each Commissioner would pick a total of five (5) candidates and after discussion should come to consensus on the finalist.

Commissioner Carey choose 1,3,4,10 and 13
Commissioner Balias choose 3, 6, 11,12, and 13
Commissioner Osterman choose 3,4,9,10, and 13
Vice-Mayor Daly choose 1,3,7, and 13

Mayor Castro explained to the audience the process the Commission had taken since September, when the resumes were given to them. The Commission had reviewed the resumes, evaluation, and interaction with the facilitator.

Commissioner Osterman stated that candidate number 6 and 12 changed positions very often, which was a concern.

Mayor Castro asked each Commissioner to choose one more.

Commissioner Carey 9
Commissioner Balias 6
Commissioner Osterman 9
Vice-Mayor Daly 7

Mr. Coppola explained the best types of questions to ask during an interview to obtain the best fit candidate for the Town. Mayor Castro suggested a staff member give a tour of the Town to the candidates before the interview process. Mr. Coppola made other suggestions of what to look for in a candidate.

Bambi McKibbin-Turner announced the six (6) finalists as follows:

Henry Angelo, Mitchell Bobowski, Maria Davis, Mark Kutney, Michael Nagy, Hector Rivera Sr.

The Commission came to consensus on having the candidates come to Lake Park on Saturday, November 18, 2006 for interviewing in the morning, a Special Call Public Meeting in the afternoon, and a reception at the Evergreen House in the evening.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Balias and seconded by Commissioner Carey, and by unanimous vote, the meeting adjourned at 9:28 p.m.



Mayor Paul Castro



Town Clerk Vivian Mendez

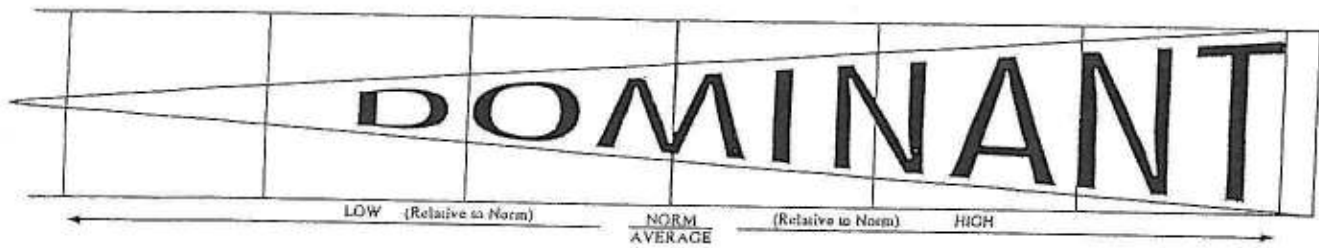


Approved on this 1 of November, 2006.

OVERVIEW OF LAKE PARK TOWN MANAGER CANDIDATES

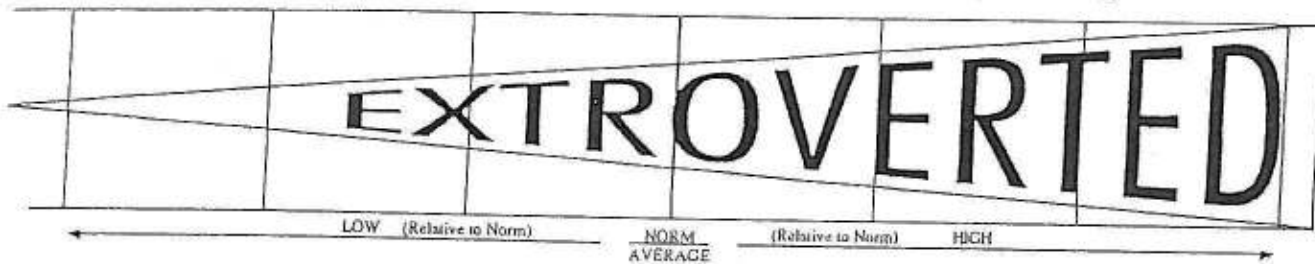
<u>Type</u>	<u>Description</u>
A.	<p>Tend to provide movement in organizations. Generally very visible when they are doing their thing. If kept under too tight control they become frustrated and will react quickly to every opportunity to step-up, take charge and make the organization move.</p> <p>They are typically a force that must be balanced by an opposing force that lends stability and tends to stay on the pre-set course. If this is not done, they will cause the organization to either hit bumps and/or drift aimlessly or perhaps hit obstacles. By themselves can tend to get into trouble of some sort because they can move with limited adherence to protocols or procedures.</p> <p>Candidates who tend to behave in this manner include: 11</p>
B.	<p>They are stable and have direction-keeping qualities. They tend to do this in a quiet, unassuming manner, and are often not visible as they act. In a very real way, they are the opposing force to the A group. Tension and sometimes even friction can exist between the A's and B's.</p> <p>Candidates who tend to behave in this manner include: 5 and 7</p>
C.	<p>Provide flex or lubrication preventing opposing forces from becoming destructive. This is done with flexibility and collaboration. Tend to communicate well and altruistically understand the needs of the A's and B's. They use these skills to lubricate the organization through understanding and persuasive communication and tend to be listened to because they are well liked by others.</p> <p>Candidates who tend to behave in this manner include: 1, 3, 4, 6, 9, 10, 12 and 13</p>
D.	<p>Function in a different way than do the C's but often achieve the same results. Their inclination is to limit friction, finding compromises using their analytical capabilities. They tend to be gruff in their proposals at times, but are listened to because their ideas are respected by others.</p> <p>Candidates who tend to behave in this manner include: 2, 8, 14 and 15</p>

Predictive Index Factors



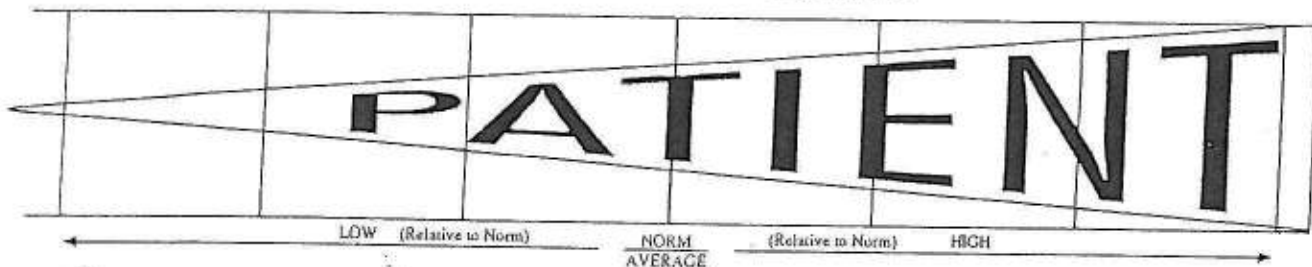
Cooperative, team member, service oriented, modest, seeks harmony rather than conflict, prefers stable environment, suppresses opinions.

Confident, independent, assertive, doer, competitive, self-starter, creates change, ego driven, authoritative, demanding.



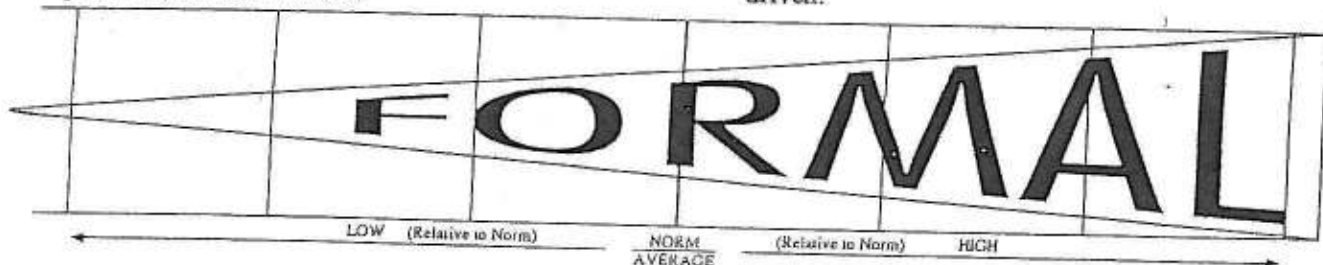
Introspective, analytical, serious, skeptical, more comfortable with things, needs privacy, imaginative, thoughtful.

Outgoing, persuasive, sociable, optimistic, enthusiastic, delegates, motivator, needs to be liked, intuitive.



Sense of urgency, tense, impatient, multiple tasks, sets tight schedules, communicates pressure, results oriented.

Patient, steady, deliberate, one-task, slow to change, listener, needs predictability, process driven.



Informal, handles rejection, persistent, unworried, less respect for authority, non-conforming, avoids structure.

Structured, by the book, detailed, conscientious, tight control, careful, high standards, self-disciplined.



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Special Call Commission Meeting
Wednesday, October 11, 2006, 7:30 P.M.
Lake Park Town Hall
535 Park Avenue

Paul Castro	—	Mayor
Edward Daly	—	Vice-Mayor
G. Chuck Balus	—	Commissioner
Jeff Carey	—	Commissioner
Patricia Osterman	—	Commissioner
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Cindy Sementelli	—	Interim Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian Mendez	—	Town Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

A. CALL TO ORDER

B. INVOCATION

C. PLEDGE OF ALLEGIANCE

D. ROLL CALL

E. ADDITIONS/DELETIONS - APPROVAL OF AGENDA

F. PUBLIC and OTHER COMMENT

This time is provided for audience members to address items that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember, comments are limited to a TOTAL of three minutes.

G. COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:

H. DISCUSSION AND POSSIBLE ACTION:

Short list Town Manager applicants.

Identify dates for Town Manager interviews.

I. ADJOURNMENT: